



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410

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MEMORANDUM FOR: All FHEO Regional Directors
All FHEO Field Office Directors
All Multifamily Housing Hub/Program Center Directors, and
Contract Administrators

FROM: Aztec Jacobs, Director, Office of Programs, EDP
Beverly J. Miller, Director Office of Multifamily Assn
Management, HTG
Lanier M. Hylton, Director, Office of Housing Assistance Contract
Administration, HTC

SUBJECT: Multifamily Housing Civil Rights and Front-End Limited Monitoring Review.

This memorandum reiterates the process used when Multifamily Housing Staff and/or Contract Administrators (CAs) conduct monitoring reviews for the Office of Fair Housing and Equal Opportunity (FHEO).

There are two instances when Multifamily Housing staff and/or CAs perform FHEO monitoring activity:

- Affirmative Fair Housing Marketing Plan (Multifamily Housing Staff responsibility only): When a new or revised Form HUD 935.2, "Affirmative Fair Housing Marketing Plan (Plan)" is submitted to HUD by the owner/agent, Multifamily Housing Staff will review the Plan for completeness and internal consistency prior to forwarding it to FHEO. CAs do not review these Plans.

A copy of the current Form HUD 935.2, a checklist for its review, and a general operating protocol for coordination of the review between FHEO and Housing may be obtained from HUD's website at:

<http://hudatwork.hud.gov/po/e/FEReview/afhmplan.cfm>. Please note that there may be an increased number of Plans for HUD review since all Plans must now be reviewed by the owner/agent at least once every five years. The purpose of the review is to determine if the Plan is currently applicable to the community and project demographics. If it is no longer applicable, the owner/agent must revise the Plan and submit it to HUD for approval.

- On-site Management and Occupancy Reviews (CA or Multifamily Housing Staff responsibility): When conducting a Management and Occupancy Review, whether

by Multifamily Housing staff or a CA, an FHEO Limited Monitoring Review should be performed. Until further notice, the correct FHEO checklist to use to document the on-site limited monitoring review can be found in Multifamily Asset Management and Project Servicing, HUD Handbook 4350.1, chapter 9, exhibit 1.

If there are any questions, please contact Pamela Walsh (FHEO) at (202) 708-2288, ext. 7017, Deborah Lear (Office of Housing) at (202) 708-0614, ext. 2768, or Kimberly Munson (Office of Housing) at (202) 708-1320, ext. 5122.